United States Department of State

FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Change Transmittal: PER-743
Date: July 29, 2014

3 FAM 4540
LIST OF OFFENSES SUBJECT TO DISCIPLINARY ACTION – CIVIL SERVICE

Summary of Changes

1. The revisions to this subchapter are related to the implementation of Benghazi Accountability Review Board recommendation 23 as pertaining to conduct by senior officials during a security incident.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. **HR/ER/CSD** is responsible for the material in this subchapter; direct questions concerning content substance and interpretation to this office. For administrative questions on the Foreign Affairs Manual and Handbooks, contact The Office of Directives Management (A/GIS/DIR).

Filing Instructions (Paper Copies)

1. Remove and discard the old 3 FAM 4540 (CT:PER-642; 06-22-2011) and insert the new 3 FAM 4540 (CT:PER-743; 07-29-2014).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for the appropriate CT and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version are on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.